



## **APPENDIX J - FORM OF CHANGE NOTICE**

**DO NOT INCLUDE IN PROPOSAL CONTENT**

**APPENDIX J BECOMES AN EXHIBIT TO RESULTANT AGREEMENT**



## APPENDIX J - FORM OF CHANGE NOTICE

Capitalized terms used in this Change Notice, without definition, have the meanings given to such terms in that certain **Agreement No. [ ]** (Agreement), or if not defined therein, in that certain Glossary attached thereto as Exhibit F (Glossary).

### REQUESTOR INFORMATION:

Request Date: \_\_\_\_\_ Control No.: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Change Notice Amount: \_\_\_\_\_

### FOR DMH USE ONLY

### JUSTIFICATION FOR APPROVAL:

Pursuant to the applicable Section(s) of Paragraph 6 (Change Notices and Amendments) of the Agreement:

County's Project Director **Signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

County's Project Manager **Signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

County's Chief Information Officer  
**Signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

Director of Mental Health **Signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

### CHANGE NOTICE INFORMATION FROM REQUESTOR:

Requestor must include all information as set forth in Agreement Paragraph 6 (Change Notices and Amendments), Section 6.11, as follows:

1. Detailed functional and technical description of the Work to be performed



2. "Not to Exceed" Price for completion and delivery of the requested Work, including a proposed Task and Deliverable completion and payment schedule and estimated personnel hours for completion of Work

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3. If applicable, Pool Dollars to be utilized by such Change Notice and the amount of Pool Dollars available under the Agreement, both before and after giving effect to such Change Notice

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4. Related Tasks, Subtasks, and Deliverables

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5. Description and itemized cost of any applicable hardware, software, and other materials required to complete the requested Work (also included, for avoidance of doubt, in Item No. 2)

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6. Description and calculation of cost savings if requested Change Notice is accepted by County

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7. Final delivery date for completed Work

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8. As applicable, proposed revised Detail Work Plan, incorporating any changes to the Tasks, Subtasks and Deliverables or their completion schedules

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**This certifies that the above-requested Work is outside the scope of Work required of Contractor under this Agreement in order for Contractor to deliver the System.**

Contractor's Project Director **Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Requestor shall submit the Change Notice to County's Project Manager. At that time, County's Project Manager will assign a control number so that the Change Notice can be tracked to completion. All outstanding Change Notices will be reviewed on a regular basis by County's Project Director.